

# California Energy Commission



**Classification:** Associate Personnel Analyst  
(Will consider Staff Services Analyst)

**Salary:** \$4400.00 - \$5348.00

**Tenure:** Permanent      **Time Base:** Full Time      **Location:** Sacramento

**Final Filing Date:** Until Filled

## DUTIES/RESPONSIBILITIES:

Under the direct supervision of the Personnel Officer, the incumbent serves as the Commission's Return-to-Work Coordinator (RTWC) and performs analytical, consultative and technical work specifically related to coordinating and monitoring the Department's workers' compensation and return-to-work cases which include investigating and responding to requests for reasonable accommodation, fitness for duty, and disability retirement. In addition, the incumbent provides technical assistance and guidance regarding the Commission's personnel management program to managers, supervisors, and employees.

## Desirable Experience/Qualifications:

- ☐ Strong writing skills
- ☐ Good judgment, creativity and flexibility
- ☐ Excellent interpersonal skills, including the ability to work in a team atmosphere and independently

## Who May Apply:

**You must indicate RPA # 208-484 and the basis of eligibility** (i.e., list eligibility, transfer, SROA/Surplus, re-employment or reinstatement) in box 12 "Explanations" on State application form (Std. 678). Applications will be screened for experience and only the most qualified will be contacted for an interview

**APPOINTMENT IS SUBJECT TO THE PROVISIONS OF THE SROA PROCESS: SROA/SURPLUS/ REEMPLOYMENT CANDIDATES ARE ENCOURAGED TO APPLY; SURPLUS EMPLOYEES MUST ATTACH A COPY OF THEIR SURPLUS STATUS LETTER.**

**INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:**

**Angelina Ferreira**  
CA Energy Commission/Personnel Office  
1516 Ninth Street, MS-3  
Sacramento, CA 95814-5504  
(916) 654-4309      (Position #: 535-710-5837-006)

California Relay (Telephone) Service  
for the Deaf or Hearing-Impaired  
From hTDD Phones: 1-800-735-2929  
From Voice Phones: 1-800-735-2922